DEPARTMENT OF HOMELAND SECURITY
U.S. Customs and Border Protection

CONFERENCE ROOM REQUEST

Office of Training and Development

Who is making this request? (Please select one): ☐ CBP ☐ DHS ☐ External

Reserve Conference Room: Send all reservation requests to Inbox otdclassroomreservation@cbp.dhs.gov

☐ Classroom 7300A (Max Capacity: 70) ☐ Classroom 7300B (Max Capacity: 56) ☐ Classroom 7300C (Max Capacity: 56) ☐ Conference Room 7007 (Max Capacity: 10)

Date(s) Needed:	Start Time:	End Time:	Total Number of Participants in Attendance:

Select the OTD Conference Equipment needed for your meeting:

☐ Projector ☐ Projecting Screen ☐ Microphones ☐ Flip Charts ☐ Phone ☐ Wi-Fi TV's

Please set-up a time to come pre-test the equipment prior to your meeting: _____

Provide name, phone number, office name, and email address of at least two points of contacts:

1. Name (Last, First, MI):	Phone Number:	Office Name:	Email Address:
2. Name (Last, First, MI):	Phone Number:	Office Name:	Email Address:
3. Name (Last, First, MI):	Phone Number:	Office Name:	Email Address:

If a member of the Senior Executive Services (SES) is in attendance, list name and title. If more than one SES, please send a list.

Name (Last, First, MI):	Title:

Brief Description of Purpose for Conference Room Request:

Please provide a list of participants:

Add Attachments

If more than two, please attach a PDF file to include the following:
- Names of your meeting participants
- Office component name
- POC name
- Telephone number

Setup required by your office:	Voice Communication Info: 202-344-2200 Voicecommunication@cbp.dhs.gov

OTD Point of Contacts – Please contact POCs Directly:

Priscilla Few - Primary
Office of Training and Development
1717 H Street, NW
Washington, DC 20229
OTD Mainline 202-325-7100
POC Priscilla Few
202-325-7207
PRISCILLA.J.FEW@CBP.DHS.GOV

In the event of an active shooter incident, please follow the rules recommended by DHS:

- Run – leave your belongings behind
- Evacuate regardless of whether others agree to follow
- Help others escape
- Call 911 when safe

- Hide – in an area out of the shooter's view
- Lock door or block entry to your hiding place
- Conference room doors lock from the inside
  - Host participants – please inform your meeting attendees of this scenario
- Silence your cell phone (including vibrate mode) and remain quiet

- Fight – as a last resort and only when your life is in danger
- Attempt to incapacitate the shooter
- Act with as much physical aggression as possible
- Improvise weapons or throw items at the active shooter
- Commit to your actions…your life depends on it

Office of Training and Development Policies and Procedures

- The conference center hours are 7:00 a.m. - 5:00 p.m. The facility closes promptly at 5:00 p.m.
- If you are making a request for a conference room this form must be completed.
- Please note that your reservation may be cancelled due to scheduling priorities. If this happens, you will be notified as soon as possible.
- Please note the requestor is responsible for setup, putting the furniture back the way it was found, cleaning and locking the classroom once the event has ended.
- The conference center operates according to OPM instructions during inclement weather.
- If you are not familiar with the conference center telephone, audio-visuals and computer systems, we suggest scheduling a pre-test prior to your event.
- Please do not move the classroom podiums. It will damage the cabling.
- IT support for the Conference Center is provided by the Office of Information Technology Field Representatives.
- Please let all your participants know to make sure that the lever on the bottom wheel of each table leg is pushed up so that the tables will roll and not drag. This prevents the table legs from being broken. It would be appreciated.
- At the end of your meeting, please ensure that there are 11 tables in each conference room and that the rooms are left as found per OTD's Conference Room Guidelines on Page 2 of the CBP Form 3 reservation form.

Text

All host reserving rooms at the 1717 H Street Conference Center are 100% responsible for COVID rules/enforcement.